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Operating Instructions for the GDPdU-Data Media provision Using SAP DART

Table of Contents

AvenDATA GmbH	
1 Operating Instructions for SAP <i>DART</i>	1
2 Data Extracts	2
2.1 Data Extract Log	3
2.2 Verifying Data Extracts	5
2.3 Data Extract Browser	7
3 Generation of Views	8
3.1 Generating Data Views	9
3.2 Consolidating Overall Views	13
3.3 Backup as a Variant	14
3.4 Executing the View Generation	14
3.5 View Log	15
3.6 Saving Views Locally on PCs	16
4 Data Extract Splitter	18
4.1 Generating Data Extract Splitter Files	18
4.2 Extract Splitter Log	20
5 Overview of Figures	21

1 Operating Instructions for SAP DART

The following explains the functions of the *SAP DART* module for the provision of GDPdU-compliant data in conjunction with the data media provision for corporate tax audits.

It all begins with the request made by a tax auditor to provide tax relevant data from the SAP system by way of the DART module.

The standard procedure of corporate tax audits involving data media provision (Z3 Access) comprises the following tasks to be performed by the audited enterprise:

1. The tax authorities request certain data, for instance the financial accounting data of accounting cycles 7980 for 2004 through 2007 (in the form of views)
 - As a rule, the views should be stipulated concretely or at least narrowed down (e.g. 0SAP_BSEG or credit transactions)
2. The views have to be defined in *SAP* based on the request made by the financial authorities
3. The required views are generated from the existing data extracts
4. The view files are saved locally and copied to a burn folder
5. A portable medium (CD, DVD or external drive) with the target data folder can subsequently be generated and handed over to the tax authorities

The operation in SAP DART comprises the following key tasks:

- Loading extract(s) from the archive
- Checking the extract(s)
- Generating views
- If applicable, generating extract splitters
- Saving views locally

2 Data Extracts

An extract is a reflection of tax relevant data for a defined time frame, based on the accounting cycle, fiscal year and period, derived from the *SAP* productive system. The extract is closing date based. As a result, subsequent changes that occur in the *SAP* system are not automatically transferred to the extract. An extract provides the basis for the compilation of *SAP DART* analyses (views), which are handed over to the financial auditor.

Data extracts can be generated for several accounting cycles, but only for one fiscal year. The data can be compiled separately for individual months (periods). In addition to the modules used, a file name and a file directory must be assigned, into which the data is exported. In addition, a description of the content should be saved.

As a matter of principle, extracts should be compiled on a regular basis (annually), which the method is also recommended by the DSAG¹. The point in time is contingent upon the fiscal year account closing date or on the date the audit is performed by the financial auditor. If retroactive postings are made for any fiscal year, the respective *DART* extract will also have to be newly generated to reflect the updates.

The extracts from accounting cycle 7980, which contains the largest volume of data, was compiled divided into accounting months (periods). The reason for performing this division was that the lack of system memory can lead to abortions during the generation of large views. The majority of the views can be generated from the annual files. For the BSEG based consolidated views the system main memory is not large enough. Same have to be compiled in individual sub-steps.

Identification of the data extracts:

- System (ZZZ)
- Client (xxx)
- Accounting cycle (xxxx)
- Fiscal year (JJJJ)
- If applicable, framework parameters, such as period (mm-mm) or 00 for the whole year

¹ DSAG – Deutschsprachige SAP-Anwendergruppe e.V. (German Language Association of SAP Users)

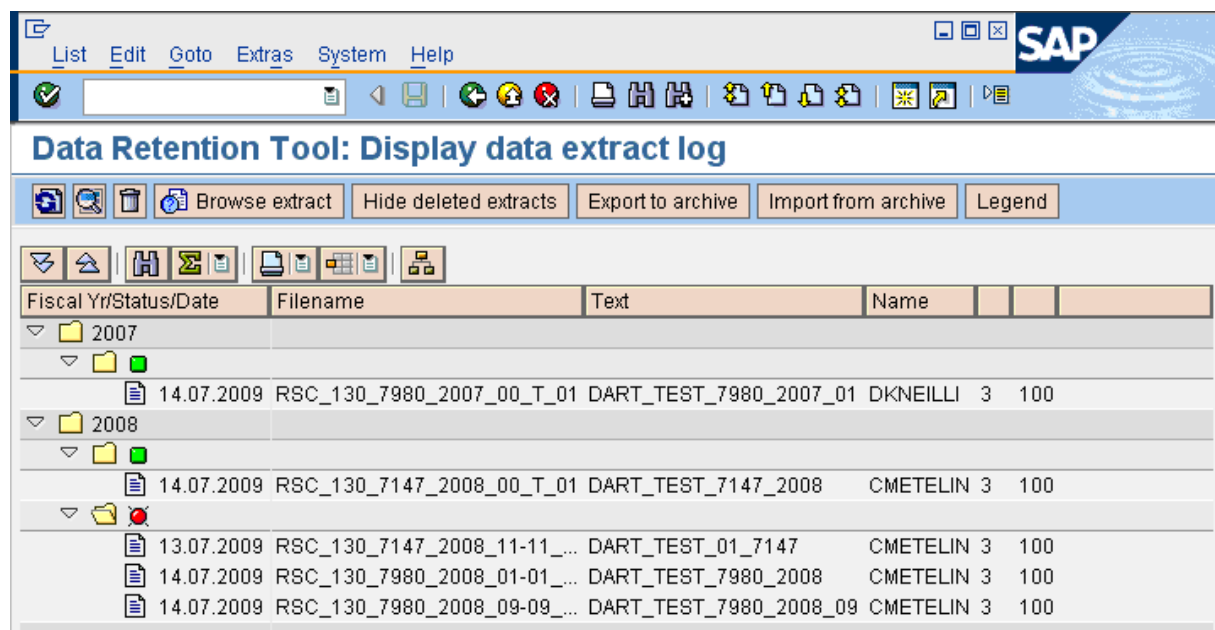
- Productive or test (P/T)
- Sequential number (xx)
- Sample file name:
 - RPC_130_7980_2007_01_P_01

The extract files are provided annual upon request (ticket) by the STF Team. Consequently, their generation is not included in this documentation. As a result, the point of departure is an extract that is available, from which the data for analysis is to be generated.

2.1 Data Extract Log

The data extract log is the point of departure for the provision of data via DART. The extract files are available in the archive. First, they have to be imported from the archive. It is available for use only once the extract has to imported back to the SAP application server from the archive.

The data extract log displays all extracts generated so far along with their status information and supplementary information. The extracts are sorted and listed based on years and file status (deleted, archived, available or in process).



Fiscal Yr/Status/Date	Filename	Text	Name		
▼ 2007					
▼ 14.07.2009	RSC_130_7980_2007_00_T_01	DART_TEST_7980_2007_01	DKNEILLI	3	100
▼ 2008					
▼ 14.07.2009	RSC_130_7147_2008_00_T_01	DART_TEST_7147_2008	CMETELIN	3	100
▼ 13.07.2009	RSC_130_7147_2008_11-11_...	DART_TEST_01_7147	CMETELIN	3	100
▼ 14.07.2009	RSC_130_7980_2008_01-01_...	DART_TEST_7980_2008	CMETELIN	3	100
▼ 14.07.2009	RSC_130_7980_2008_09-09_...	DART_TEST_7980_2008_09	CMETELIN	3	100

Figure 2 – Data Extract Log

The various file status scenarios are explained in the legend. The extracts can be used contingent upon their respective status (e.g. for the compilation of views) or have to be re-imported from the archive prior to their use.

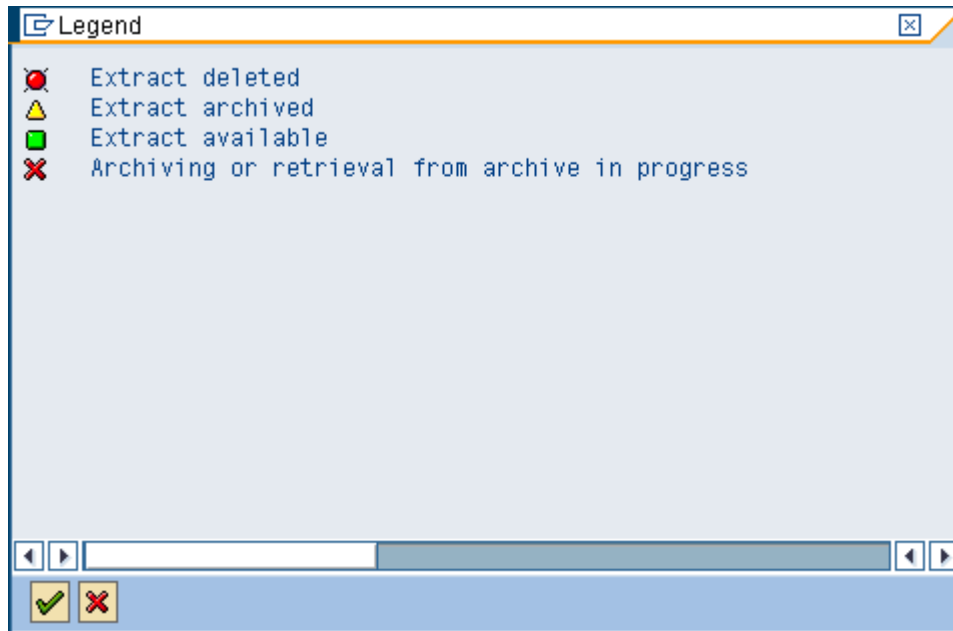


Figure 3 – Legend File Status

In the overview display, the logs referring to the extracts can also be accessed (logs contain detailed information on the extract files, such as name, size, status, compilation date of the file as well as information on the segment data they contain, e.g. name, data batches, size).

The extract files can also be archived, imported (provided *ArchiveLink* is activated) or deleted via the extract log.

The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Extras→Display data extract log** or via transaction **FTWL**.

2.2 Verifying Data Extracts

Once the data extracts have been generated, they should be verified. For verification purposes, *SAP DART* provides two options:

- Data checksums:
 - A checksum is calculated on the basis of the data exported. The comparison of this checksum with the system data corroborates that all data has been exported correctly, without modifications and completely.
 - If error messages are received, these can be caused by three scenarios:
 - The check was performed in a faulty manner → perform the function again to verify
 - During the import from the archive, the extract was modified as a result of a copy error → reload the extract from the archive
 - The extract was compiled with errors already or a writing error occurred during the archiving process → have the extract newly compiled
 - The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Extras→Verify data checksums** or via transaction **FTWD**.

Program Edit Goto System Help

DART: Verify data extract checksums

Data extract

Data file name RDC_117_7147_2008_11-11_T_01

Directory set DIR_IX0S

Message type for negative result

☒ Information

☐ Error

☐ Termination

- FI control totals

- The financial accounting values in *SAP* (live system) can be compared for contents with the values of the data extraction.
- If discrepancies are found, the data has been modified – for instance since the extraction in the respective period through additions or deductions (retroactive postings). → The extraction for the affected periods will have to be done a second time.
- If no discrepancies are found, the extract data is congruent with the latest financial accounting figures.
- The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Extras→Verify FI control totals** or via transaction **FTWE**.

Program Edit Goto System Help

DART: Verify control totals for FI documents

Selection criteria

Company Code

Posting period to

☒ Totals per account type

☐ Include data retrieved from archive

Data extract

Data file name

Directory set

Message type for negative result

☒ Information

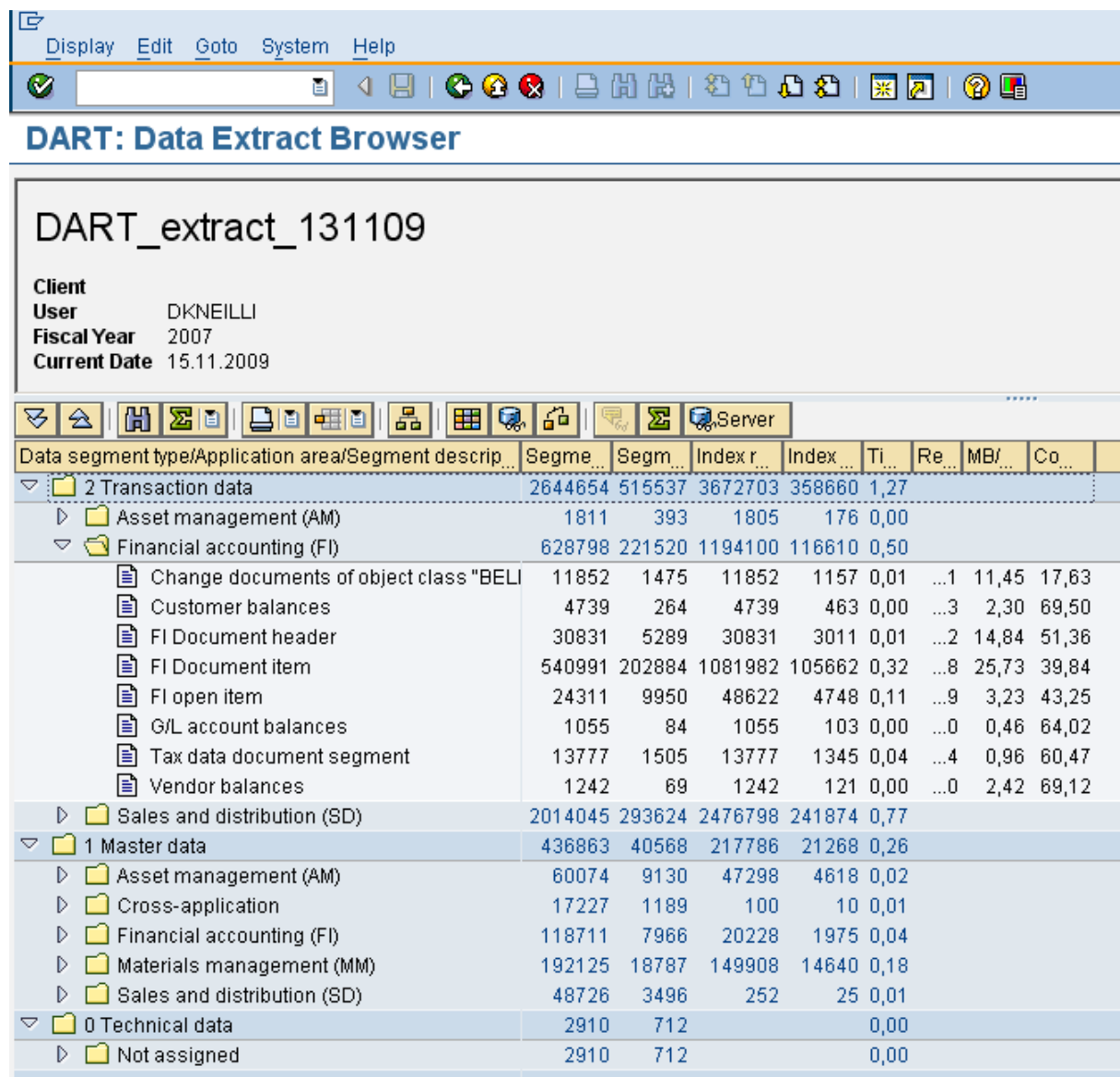
☐ Error

☐ Termination

2.3 Data Extract Browser

The data extract browser enables users to export the segments contained in the extracts as well as their data. The included segments are displayed along with additional information (e.g. number of data batches and their sizes), sorted by categories (technical data, master and transaction data) and modules.

The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Information system**→**Data extract browser** or via transaction **FTWF**.



The screenshot shows the SAP Data Extract Browser (DART) interface. At the top, there is a menu bar with 'Display', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'DART: Data Extract Browser'. The central area displays 'DART_extract_131109' and client information: Client 'DKNEILLI', User '2007', Fiscal Year '15.11.2009', and Current Date '15.11.2009'. Below this is another toolbar with icons for file operations and a 'Server' button. The main table lists data segments with columns: Data segment type/Application area/Segment description, Segme..., Segm..., Index r..., Index..., TI..., Re..., MB/..., and Co... The table is organized into a tree structure with expandable folders for Transaction data, Master data, and Technical data.

Data segment type/Application area/Segment description	Segme...	Segm...	Index r...	Index...	TI...	Re...	MB/...	Co...
2 Transaction data	2644654	515537	3672703	358660	1,27			
Asset management (AM)	1811	393	1805	176	0,00			
Financial accounting (FI)	628798	221520	1194100	116610	0,50			
Change documents of object class "BELI	11852	1475	11852	1157	0,01	...1	11,45	17,63
Customer balances	4739	264	4739	463	0,00	...3	2,30	69,50
FI Document header	30831	5289	30831	3011	0,01	...2	14,84	51,36
FI Document item	540991	202884	1081982	105662	0,32	...8	25,73	39,84
FI open item	24311	9950	48622	4748	0,11	...9	3,23	43,25
G/L account balances	1055	84	1055	103	0,00	...0	0,46	64,02
Tax data document segment	13777	1505	13777	1345	0,04	...4	0,96	60,47
Vendor balances	1242	69	1242	121	0,00	...0	2,42	69,12
Sales and distribution (SD)	2014045	293624	2476798	241874	0,77			
1 Master data	436863	40568	217786	21268	0,26			
Asset management (AM)	60074	9130	47298	4618	0,02			
Cross-application	17227	1189	100	10	0,01			
Financial accounting (FI)	118711	7966	20228	1975	0,04			
Materials management (MM)	192125	18787	149908	14640	0,18			
Sales and distribution (SD)	48726	3496	252	25	0,01			
0 Technical data	2910	712			0,00			
Not assigned	2910	712			0,00			

Figure 1 – Data Extract Browser

3 Generation of Views

A *SAP DART* view (or View) represents an excerpt or portion of data from an extract (or multiple extracts) .e. an excerpt of all receipt items of the financial receipts. Consequently, a view is a report that is generated from the data of the extracted.

The data of a view can be displayed on the screen or exported as a text document (separated by TABs or semicolons and with column names and declarations).

The views that are exported as a file can be burned on a CD or DVD and can be made available to the tax auditor in this format.

An absolutely essential prerequisite for the generation of views is the generation of an extract.

As a rule, view files are not generated in advance and as regularly as extracts are. Instead, they are compiled on an as needed basis, i.e. if a tax audit involving the provision of data media is announced. Ideally, the tax auditor should submit a list with the views to be generated.

In the alternative, it is the obligation of the tax payer to define the views to be compiled. During the selection process it must be analyzed which of the views do contain tax relevant data that is part of the audit. The selection can also be made on the field level, because not all *SAP* defined fields are relevant for every company or being used by all businesses.

Filtering the fields improves the performance of the system while the views are being generated and also provides the tax auditor only with those fields he or she is actually supposed to be given access to.

3.1 *Generating Data Views*

The views available in the system can be generated from data segments that have already been compiled. The standard views that did exist at the time and those provided by *SAP* were used in conjunction with the project. These are in compliance with the DSAG recommendations. At the time the project was implemented, no additional views had been or were created.

The following information is required to compile a data view:

- Data extract the compilation is based upon (name)
- Extract file storage location (directory used for generation)
- Accounting cycle(s) designated for output
- Accounting period(s) designated for output
- On screen or file output
- Name of the file (view to be generated)
- Storage location of the view file (directory)
- Overwriting or attachment mode
- Insertion of the headline
- File format (file separated by semicolon, fixed length or *SAP/AIS* format)
- Maximum number of data elements (ignored if generated in the background)
- Maximum size of the index file
- Access sequence for sorting

For better orientation, the name should follow a name convention analog to the extracts. The following designations were made during the project:

- Type (V)
- System (ZZZ)
- Accounting cycle (xxxx)
- Fiscal year (JJJJ)
- If applicable, filter based on period or 00 for the entire year
- Brief view name (FI...)
- Sequential number (xx)

Sample name: V_RPC_7980_2007_00_FI01_01

In addition to the file name, a description must be archived. Suitable designations to use are the related extract name, a possible filter used in the generation or justification, if multiple views of the same type are generated simultaneously (can be identified based on the sequential number).

The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Information system**→**Data extract-views** or via transaction **FTWH**.

After the function is accessed, the first thing that appears is a list of the existing views. If a view is selected, the aforementioned information and filters are also selected.

Data view	Description	Query program name
OSAP_AMDEP	Asset depreciation view	GP4EGT6W7MMNERF827U1XESB1NA
OSAP_AMMST	Asset master view	GP4EGU0MI006VETKJRF8EWJYBDI
OSAP_AMPDP	Asset planned depreciations	Z0SAP_12
OSAP_AMTRN	Asset transaction view	GP4EGU0UMK0ZSCHD2TKYVV60YL2
OSAP_ANEA	Asset Line Items for Proportional Values	GP4EGU10DY8Y2H69NXYIN2PHZX2
OSAP_ANEK	Document Header Asset Posting	GP4EGU135T3FWP6E0S2DHIC7J86
OSAP_ANEP	Asset Line Items	GP4EGU16D0ZUYBXSSIHW6MJ0ZYU
OSAP_BKPF	Accounting Document Header	GPEZ1K1QDRCXDWHHUCE4P902E2W
OSAP_BSEG	Accounting Document Segment	GP7NLY66PC21NF567LAR81PK5MA
OSAP_BSET	Tax Data Document Segment	GP1FDQ06Q1Y8NPDCP5QAEEVCCR
OSAP_COA	Chart of accounts	GP4EGU194VUCSJNXTCLRB25QJ9Y
OSAP_COBK	CO Object: Document Header	GP4EGU1CC3QRU6FBX31AA6CK00M
OSAP_COEP	CO Object: Line Items (by Period)	GP4EGU1F3YL90E56XX554LZ9JBQ
OSAP_CUST	Customer master	GP4EGU1IIV0NBQFHL3QI6264YS6
OSAP_EKKO	Purchasing Document Header	GP4EGU1MD4HY6HQB6NJC7H4B06
OSAP_EKPO	Purchasing Document Item	GP4EGU1P4ZC60PGWC0RE6N3TUZA
OSAP_MKPF	Header: Material Document	GP4EGU1V423CWJYFGLAS06XC12
OSAP_MSEG	Document Segment: Material	GP4EGU1XVWUQROKHFEMUMK2EC6
OSAP_PROJ	Standard project view	GP4EGU2CTL4YDWEAUR3E13VW6M
OSAP_SUTAX	Sales/use tax view	GP4EGU26VJTEEUQAKDTYMZEX82E
OSAP_T003	Document Types	GPERQPMUGR07UBBFRUELBP1NXZF
OSAP_TBSUM	Trial balance summary view	GP4EGU2KA68S270B7KFB0FVSNIU
OSAP_TRLBL	Trial balance - FI transaction details	GP4EGU2N2B39WEQ68EJ6I1V16TY
OSAP_VBAK	Sales Document: Header Data	GP4EGU2PU5XRQMG198N1DB57Q52
OSAP_VBAP	Sales Document: Item Data	GP4EGU2S6NQCDF5H76F8327TC0M
OSAP_VBRK	Billing Document: Header Data	GP4EGU2X1YANK4DSASRU9RADCM
OSAP_VBRP	Billing Document: Item Data	GP4EGU30PWSHRUIT4WMOPDZWNQ
OSAP_VENDR	Vendor account balance view	GP4EGU332ELD4KJER20TE66LIJA
OSAP_VNDR	Vendor master	GPBW1J01PRMFD2TY8KJCP71EYFI
1SAP_FI01	FI-Document header and items	GP68RSCHIRZP4A83C6WRXXG38PA
1SAP_FI02	Vendor transactions	GP68RSCHIRZP4A83C6WRXXG38PA
1SAP_FI03	Customer transactions	GP68RSCHIRZP4A83C6WRXXG38PA
1SAP_FI04	General ledger transactions	GP68RSCHIRZP4A83C6WRXXG38PA
1SAP_FI05	One-off vendor transactions	GP232Z0S4CCCYB6TCS500VLH7TA

Figure 4 – View Queries

The selection criteria possible may vary depending on the respective data view; for instance the selection of asset numbers or the sorting sequence.

Data file view: Asset master view

Source extract

Source extract: RPC_7980_2007_10-10

Directory set: DIR_IX0S

Data view selection criteria

Company Code: [] to []

Asset: [] to []

Output options

☐ Totals Only

☐ Display/print

Layout selection for Display/print

Layout Name: []

☒ Export to file

Options for exporting to file

Data file name: V_RPC_7980_2007_07_AMMST

Directory set: DIR_IX0S

Description: RPC_7980_2007_10-10

☒ Overwrite file

☐ Semicolon separated columns

☒ Insert header line

☐ Fixed-length columns

☐ Append to file

☒ SAP Audit Format

Max. no. of sel. entries: []

Additional Source extracts

Asset master data: [] []

Depreciation terms: [] []

Asset-value fields: [] []

Figure 5 – Asset Master View

Modified options of another data view:

Data file view: Chart of accounts

Source extract

Source extract: RPC_7980_2007_10-10

Directory set: DIR_IX0S

Output options

☐ Totals Only

☐ Display/print

Layout selection for Display/print

Layout Name:

☒ Export to file

Options for exporting to file

Data file name: V_RPC_7980_2007_10_COA

Directory set: DIR_IX0S

Description: RPC_7980_2007_10-10

☒ Overwrite file

☒ Insert header line

☐ Append to file

☐ Semicolon separated columns

☐ Fixed-length columns

☒ SAP Audit Format

Max. no. of sel. entries:

Additional Source extracts

G/L account master:

Figure 6 – Data File View

3.2 Consolidating Overall Views

Given that the extract files are generated on a monthly basis and that a total of 12 or 13 individual extracts do exist for a whole year as a result, just as many views have to be generated, as these always relate to one extract. If a view is to be generated for the entire year, this can be done while the views are being generated.

The consolidation is achieved by accessing the individual views and by attaching each one to a consolidated file. The first file (as rule for month 01) is accessed and compiled as previously described. All other files (months 02-16) must be created by selecting option **Append to file** and by keeping the view name identical.

The following rules must be complied with:

- The file name should already indicate that it is a consolidated view (e.g. ..._01-16_...). This will already have to be taken into account when saving the first file.
- The format used must be the same for all view files (usually SAP AIS format)
- Option **Append to file** must be selected so that the header line is not inserted.

This approach is recommended for smaller views (not large numbers of data batches) with transaction data, e.g. 0SAP_ANEA, 0SAP_ANEK.

Given that large volumes of data in transactions FI and Sales occur in accounting cycle 7980, the consolidation of views will result in very large files that hamper the performance in IDEA. This is true in particular for files BSEG, VBRK and VBRP zu.

This option should also not be used for master data views, given that these reoccur every month, e.g. in 0SAP_COA, 0SAP_AMMST.

3.3 Backup as a Variant

To facilitate the creation of the views and the entry of the required parameters, it is possible to save variants for the data views utilized that contain the entries used as examples.

If a data view is opened as described in 3.1, the pertinent variant can be loaded. Next, the extract name, target file and its commentary have to be adapted.

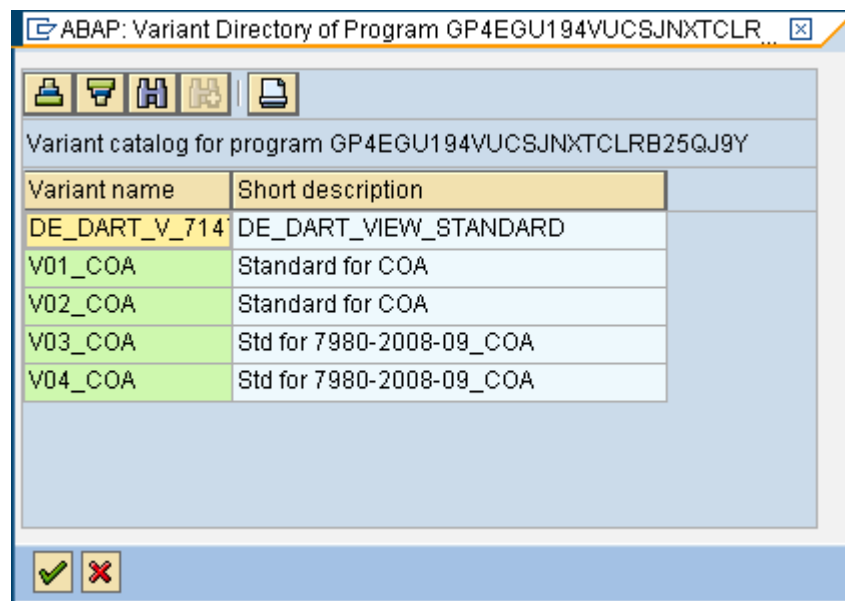


Figure 7 – Variant Catalog

3.4 Executing the View Generation

Given that the generation of views in SAP can in some cases take several hours, the generation should not be performed in the foreground via Execute so that time out errors can be prevented.

Consequently, the views should be started in the background (Program→Execute in background). This will conserve SAP resources and prevents aborts as a result of time outs.

3.5 View Log

Just like the extract log, the view log is used to display all generated views with information pertaining to their status and additional information. The views are sorted and listed based on years and file status (deleted, archived, available or in process) and view name (not file name).

The extract files can also be archived, imported (provided *ArchiveLink* is activated) or deleted via the view log as well as saved locally, for instance for provision to the tax auditor.

The files can be viewed via **View file** or in the **ALV viewer**. The first approach opens the original file so that it is not suitable for testing data, but only for verification whether data does exist and whether the format (SAP AIS) is correct (the first 10 lines contain field definitions). If the data is to be used for random checks, function ALV is the better option, because it makes it easier to view, filter and sort the data.

As a rule, view files should not be archived. Given that they refer to an (already archived) extract and can be generated any number of times from same, the archiving of views would be redundant data backups and is not required.

The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Extras→Display view log** or via transaction **FTWN**.

3.6 Saving Views Locally on PCs

To prepare the generated views for the tax audit, same have to be copied from the *SAP*-System to the local work station. This is done via the view log and function **Export to local File**.

When this function is accessed the user first has the option to enter the file name manually (local path and file entry) or to select the file from Windows selection screens.

Important: The *SAP* window is called Select Source File; however, it actually refers to the storage location, i.e. the target file on the local computer.

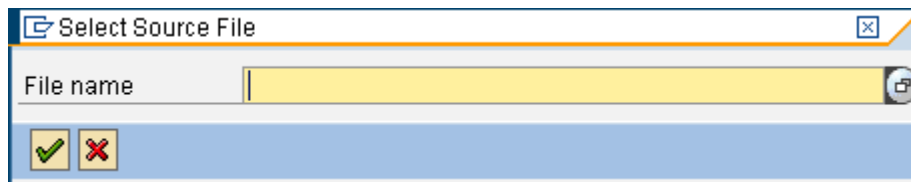


Figure 8 – Target File 1

The Windows selection screen can be used to select the target directory in the window and to individually enter the file name into the bottom field. The name is not contingent upon the file in the *SAP*-System.

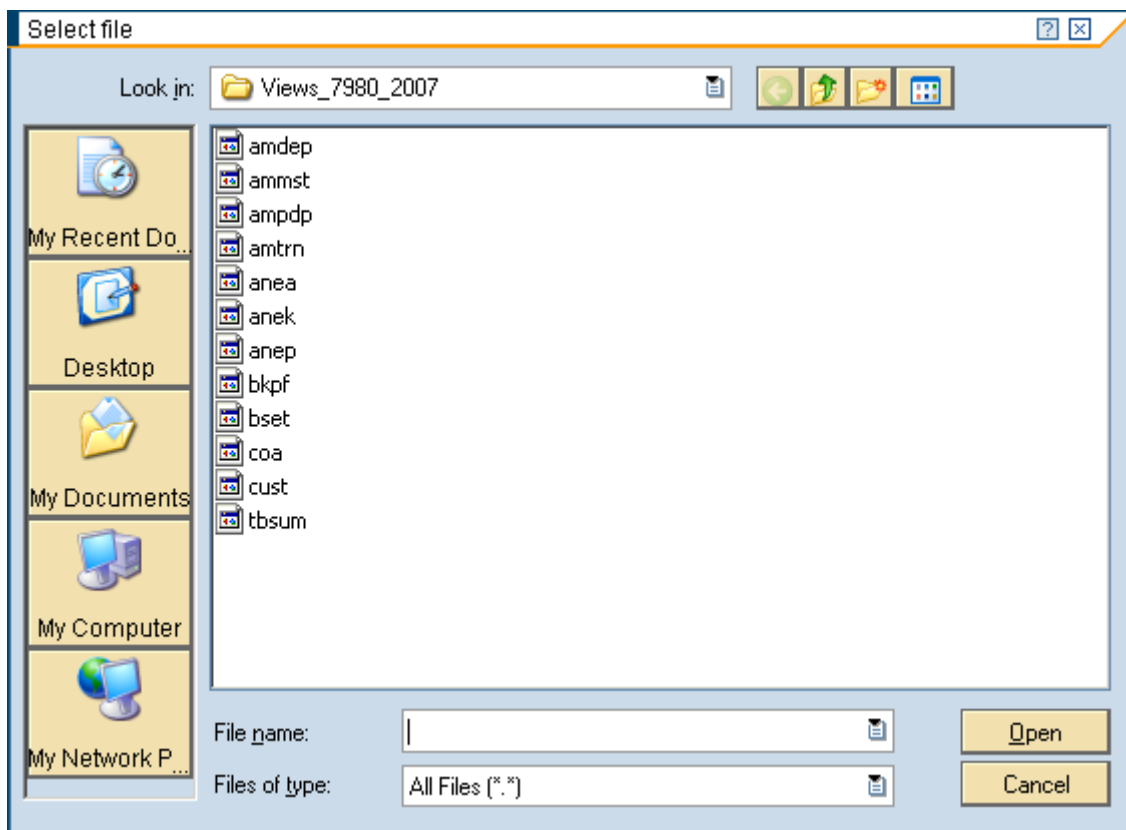


Figure 9 – Target File 2

The storage location and the export file to be generated are once again displayed in the subsequent *SAP* window. Confirming both will trigger the start of the copying process.

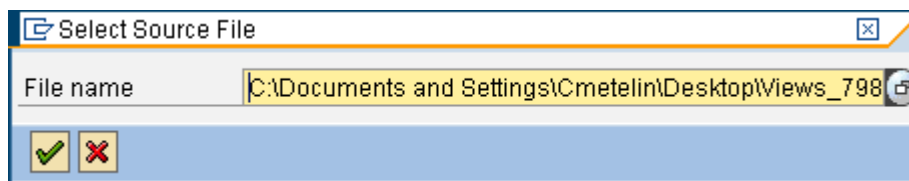


Figure 10 – Selecting the Source File

The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Extras→Display view log** or via transaction **FTWN** and function key **Export to local File**.

4 Data Extract Splitter

4.1 Generating Data Extract Splitter Files

The data extracts contain all segments configured in DART in a single file. It is not possible to expediently open an extract in IDEA to analyze specific data. Views, or alternatively the individual segments, can be used for this purpose.

One of the options available to export individual segments from the extract file into a separate file is the extract splitter. This function is used to extract certain segments from a select extract file individually, which can be entered as selection parameters.

The extract splitter solution is used if a tax auditor wants to see the data of individual segments for which a view does not exist. The reference to the use of a segment is usually derived from the file names requested, given that almost all segments begin with TXW_ and are requested accordingly. If such a request is made, the files can be compiled using the extract splitter. This type of data request occurs primarily when the so-called Braunschweig Model is used, which is in a method used by several tax authorities and federal German states.

In the Braunschweig Model, 23 files from the DART scope (segments) have been defined for the execution of corporate tax audits. However, the selection does not claim to be complete as the scope of the audit can certainly be extended.

The following files are part of the Braunschweig Model:

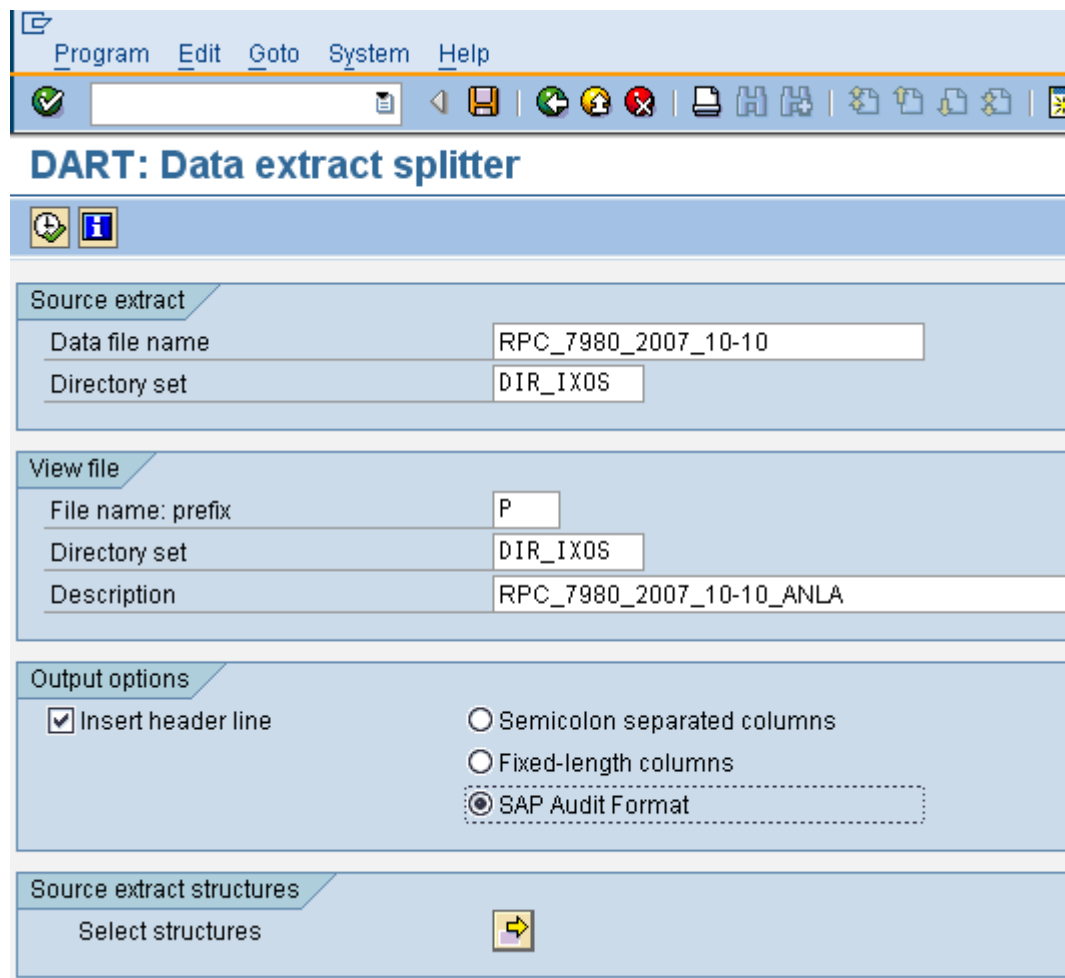
- For financial accounting:
 - TXW_BBACC totals of the tangible asset account
 - TXW_BBCUS customer totals
 - TXW_BBVEN supplier totals
 - TXW_COSTC cost center master data
 - TXW_CUST customer master data
 - TXW_DOCTYP document types
 - TXW_FI_HD FI document header
 - TXW_FI_POS FI document items
 - TXW_GLACC tangible assets master
 - TXW_POSTKY posting key

- TXW_TAXCOD tax code
- TXW_VENDOR vendor master
- For asset accounting:
 - TXW_ACCDET account determination
 - TXW_ANLA asset master data
 - TXW_ANLB amortization conditions
 - TXW_ANLC asset value fields
 - TXW_ASSCLA asset classes
- If they exist, the following are also included:
 - TXW_BUSA business divisions
 - TXW_CNTRY countries
 - TXW_COMPC accounting cycle master
 - TXW_COSTEL cost types
 - TXW_IUNIT units
 - TXW_PRCTR profit center master

To be able to use the function, the following information must be selected:

- Data extract (name) the selection is based on
- Storage location of the extract file (directory used during the generation)
- (Randomly selected) prefix for the target file designation
- Storage location of the target file (directory)
- Insertion of the header line
- File format (file separated by semicolons, fixed length or *SAP/AIS* format)
- Selection of the segment files to be generated (at least one segment file)

The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Utilities→Data extract-splitter** or via transaction **S_P6D_40000027**.



The screenshot shows the 'DART: Data extract splitter' window. It has a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Source extract:** Contains two input fields: 'Data file name' with the value 'RPC_7980_2007_10-10' and 'Directory set' with the value 'DIR_IX0S'.
- View file:** Contains three input fields: 'File name: prefix' with the value 'P', 'Directory set' with the value 'DIR_IX0S', and 'Description' with the value 'RPC_7980_2007_10-10_ANLA'.
- Output options:** Contains a checked checkbox 'Insert header line' and three radio button options: 'Semicolon separated columns', 'Fixed-length columns', and 'SAP Audit Format' (which is selected).
- Source extract structures:** Contains a button labeled 'Select structures' with a right-pointing arrow icon.

Figure 11 – Data Extract Splitter

4.2 Extract Splitter Log

Just like in the extract and view log, the data extract splitter log is used to display all generated splitter files along with pertinent status information and other information. The files are sorted and listed based on years and file status (deleted, archived, available or in process).

The extract files can also be archived, imported (provided *ArchiveLink* is activated) or deleted via the extract log or saved locally, for instance to make them available to the tax auditor.

The function is accessed via the *SAP*-Menu in the *DART* folder (transaction **FTW0**) under **Extras→Display extract splitter log** or via transaction **S_P6D_40000025**.

5 Overview of Figures

Figure 2 – Data Extract Log	3
Figure 3 – Legend File Status	4
Figure 1 – Data Extract Browser	7
Figure 4 – View Queries	10
Figure 5 – Asset Master View	11
Figure 6 – Data File View	12
Figure 7 – Variant Catalog	14
Figure 8 – Target File 1	16
Figure 9 – Target File 2	17
Figure 10 – Selecting the Source File	17
Figure 11 – Data Extract Splitter	20